



COMMUNITY SERVICES DEPARTMENT • RECREATION DIVISION
201 South Rengstorff Avenue • Post Office Box 7540 • Mountain View • California • 94039-7540
recreservations@mountainview.gov • 650-903-6407 • Fax 650-963-3016

Non-Profit/Community Group Reservations for Meetings

Reservations are accepted starting on the first business day of November (for January to March use), February (for April to June use), May (for July to September use), and August (for October to December use). Priority will be given to in-person applicants who attend the Lottery on the first day reservations begin for each quarter. A lottery system ensures equal opportunity for Non-Profit/Community Groups wishing to reserve the Community Center, Senior Center, and/or Historic Adobe Building. All rental policies outlined in [City Council Policy H5](#) apply.

- Lottery signups will take place between 8:00 a.m. to 8:15 a.m. on the first day reservations are accepted.
- The lottery drawing will be done promptly at 8:15 a.m. There is no need to arrive earlier than 8:00 a.m. to sign up for the lottery.
- Those present for the lottery will receive first priority, followed by applications submitted via email, dropped off, or faxed in the order they are received.
- Completed application and rental fees, in full, are due at time of reservation.

To inquire about lottery location, please contact the Facility Reservations Office.